State of Louisiana

Division of Administration

Office of State Uniform Payroll

August 11, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-06

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
                   Director

SUBJECT: Update to OSUP Memo #2001-55
                    Correcting Payroll Expenditures/J5 Rejects in AFS

This memorandum supersedes the information previously reported in OSUP Memo #2001-55.

When regular and off-cycle payrolls are processed, payroll expenditures are posted to AFS with J5 documents. Regular payroll posts to AFS the Wednesday night before payday Friday. Off-cycle payroll posts to AFS the next working day after any off-cycle activity is completed. Agencies must check AFS daily using the **S**can function on the SUSF table for rejected J5 documents. J5 documents should be corrected by the agency in AFS as soon as possible. OSUP will check AFS for J5 documents that are at PEND3 (corrected) status and approve these daily.

NOTE: Agencies should be very careful in making changes to J5 reject documents in AFS. Document totals should never be changed even when making changes to individual lines. J5 reject documents should <u>never</u> be deleted.

<u>Closed Grant:</u>
If the J5 document has rejected due to a grant being closed (e.g. doesn't have sufficient funds, etc.) and the agency plans to open/increase funds in the grant and there are no changes needed to the reporting category/fund on the J5, then no action is necessary in LaGov HCM as the coding on the record will be valid in the next run. If the grant <u>will not</u> be opened then the reporting category/fund should be changed in LaGov HCM effective for the next pay period. The rejected J5 document should be corrected in AFS in either case.

<u>Incorrect Coding:</u>
If the J5 document has rejected due to incorrect coding (organization, reporting category/fund, etc.) and that coding is not going to be reactivated in AFS, then the agency should make corrections in LaGov HCM effective for the next pay period. If the coding will be reactivated in AFS (e.g. reporting category/fund was deleted in error in AFS which caused the payroll J5 reject, and the reporting category/fund will be set back up), then no action is necessary in

LaGov HCM as the coding on the record will be valid the next run. The rejected J5 document should be corrected in AFS in either case.

If the J5 document **does not** reject in AFS but has incorrect coding (the coding is valid in AFS, it is just not the correct coding for payroll or a specific employee's payroll), the change should be made in LaGov HCM retroactively. This will cause LaGov HCM to send a J5 crediting the original coding and debiting the "new" coding. There is an exception to this at the end of the fiscal year. If the correction is after June 30th, and it is retroactively corrected in LaGov HCM, it will post to the current fiscal year. Therefore, agencies should process an AFS JV to move the funds to the correct coding and any changes to LaGov HCM should be made effective for the current fiscal year.

The following situations will require agencies to process a JV in AFS to correct LaGov HCM transactions posted in AFS:

- If an invalid organization or reporting category/fund is in LaGov HCM and it is not corrected prior to payroll/off-cycle running, LaGov HCM will change the organization to ZZZZ and/or the reporting category/fund to spaces. An AFS JV must then be processed to move the funds to the correct organization and/or reporting category/fund. Agencies who always require payroll/off-cycle transactions to be charged to a reporting category/fund and have a 9999 reporting category/fund hard coded in AFS will see these payroll/off-cycle transactions post to the 9999 reporting category/fund.
- When an agency recoups money for non-wages (e.g. broken/lost equipment, etc.) from an employee in LaGov HCM, this transaction will post to ZZZZ, but with object 3955. Agencies must then process an AFS JV to move these non-wage amounts to the correct organization and, if necessary, the correct object for that agency.

There are LaGov HCM reports that agencies must run daily or biweekly which reflect coding that has been inactivated/deleted in AFS after it was entered into LaGov HCM. The following reports should be used to identify records that need to be changed in LaGov HCM or possibly coding that needs to be "reactivated" in AFS: ZF10 Errors from AFS Closures; ZF09 Default/Override Cost Distribution; ZF79 Cost Center Substitution. Please review the Help Scripts provided for these reports.

If you have any questions about correcting J5 reject documents please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Jodi Bullock	342-5345	Michelle Richmond	342-5357
Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Jessamye Charette	342-5344		

APH:PAR/pbh